

RECIPIENT CLOSEOUT CHECKLIST

(This is not a required form. However, submitting this information along with required reports within 90 days of project end date will facilitate closeout of your agreement.)

Return to:	Grants Management Office U.S. Environmental Protection Agency - Region 4 61 Forsyth Street, SW Atlanta, GA 30303-8960		
Recipient:		Grant Number:	
Recipient contact (name) submitting this form:			
Date Submitted:			
Telephone:		E-mail:	
Program:		Project End Date:	
EPA Grant Specialist:			
			YES
			NO
A.	TECHNICAL/PERFORMANCE REPORTS		
	Have final technical/performance reports been submitted to the EPA Project Officer in accordance with the terms and conditions of the award and statement of work (if applicable)?		
	If "NO," complete the reports and submit with this checklist OR explain and request an extension. (If explanation required, you may attach additional page(s).)		
B.	FINAL PAYMENT		
	Has final payment been received from EPA?		
C.	FINANCIAL STATUS REPORT (FSR) (SF 269 <u>OR</u> 269A)		
	Has a completed final FSR been submitted to the Las Vegas Finance Center? (Links to forms provided below.)		
	http://www.whitehouse.gov/omb/grants/sf269.pdf (Long form - includes program income) OR		
	http://www.whitehouse.gov/omb/grants/sf269a.pdf (Short form)		
	If "NO," provide an explanation and request an extension. (If explanation required, you may attach additional page(s).)		
	<u>OR</u>		

	OUTLAY REPORT AND REQUEST FOR REIMBURSEMENT FOR CONSTRUCTION PROGRAMS (SF 271)		
	Has a completed final report been submitted? (Link to form provided below.)		
	http://www.whitehouse.gov/omb/grants/sf271.pdf		
D.	MINORITY/WOMEN OWNED BUSINESS UTILIZATION REPORT (EPA Form 5700-52A)		
	Has the report been submitted? (Link to form provided below.)		
	http://www.epa.gov/ogd/forms/5700_52a.pdf		
E.	SUPPLIES		
	Are there unused supplies acquired under the grant with a residual aggregate fair market value in excess of \$5,000?		
	If "YES," indicate one of the following disposal options:		
	Continue to use supplies on this or other Federally-sponsored projects		
	<u>OR</u>		
	Compensate EPA for its share. (Attach check.)		
F.	EQUIPMENT (NOTE: States may manage and dispose of equipment in accordance with State laws. All other recipients must complete the following.)		
	Is there equipment acquired under the grant with a fair market value per unit in excess of \$5,000?		
	If "YES," indicate one of the following disposal options:		
	Continue to use the equipment on this and/or other Federally-funded projects		
	<u>OR</u>		
	Keep or sell the equipment and compensate EPA for its share of the current fair market value.		
G.	LOBBYING AND LITIGATION CERTIFICATION		
	Is the certification, EPA Form 5700-53 (rev. 2-02), attached?		
	(Link to form provided below.)		
	http://epa.gov/glnpo/fund/2003forms/R11-LobbyingCertification.pdf		